

**Subject:** FW: Jim O. will be on vacation 06.22 thru 07.06.16

**From:** Jim Omahen

**Date:** 06/17/2016 11:03 AM

**To:** Jim Omahen

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Jim Omahen, Operations Manager  
Hollywood Media District BID  
1040 N. Las Palmas Ave.  
Hollywood, CA 90038  
Ph 323.860.0088  
Fax 323.860.0089

[MediaDistrict.org](http://MediaDistrict.org)

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**From:** Jim Omahen <[jim@mediadistrict.org](mailto:jim@mediadistrict.org)>

**Date:** Friday, June 17, 2016 at 10:18 AM

**To:** Laurie Goldman <[laurielgoldman@earthlink.net](mailto:laurielgoldman@earthlink.net)>

**Cc:** Lisa Schechter <[lisa@mediadistrict.org](mailto:lisa@mediadistrict.org)>

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Laurie, I will be on vacation and out of the office beginning Wed., June 22 through Wed., July 6th. There are a few things I need to address:

1. I will have checks ready for signing before I leave. Are you available either on this coming Mon. or Tue. to sign? I could come to you if that is better for you.
2. I will have financials prepared for Jeff Luster and you for next Thursday's Board meeting and will send and give copies to Lisa. FYI, our 2nd Quarterly Report will be prepared and ready for distribution at the July/Aug. meeting.
3. We have a Clean & Green Committee meeting (2pm) and an PLUM Committee meeting (3pm) scheduled for Thur., July 7th. Lisa will handle the agenda and postings on Fri., July 1st. To be noted: Mon., July 4th is a holiday and there will be no one in the office. I will be attending on the 7th, my first day back.
4. I will handle payroll reporting while I'm away (I'll report on June 27th for July 1st payroll).
5. I will be checking email while I'm away and will respond. I can be called on my cell phone 213.304.7989.
6. Anything else?

Thanks.

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